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ORGANIZATION AND PROCEDURE  
OF THE  
WORKING GROUP ON HONOR AWARDS

1. On 23 May 1952 the Career Service Committee appointed a Working Group on Honor Awards, consisting of the following persons:

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Office of Special Operations, Chairman  
Office of Collection and Dissemination  
Inspection and Security Office  
Office of Policy Coordination  
Personnel Office  
Office of the General Counsel  
Office of the Deputy Director (Administration)

Other persons who have collaborated with the Working Group, or attended its meetings, are [REDACTED] and Colonel White.

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2. The Working Group made an interim report to the Career Service Committee on 5 June in order that its basic recommendations could be incorporated into the Committee's report to the DCI (See Tab H of Final Report of the Career Service Committee, dated 11 June 1952). Following the approval of that report by the DCI on 13 June 1952, and the dissolution of the Career Service Committee, the Working Group continued its consideration of unfinished business under the authority of the CIA Career Service Board.

3. Eleven meetings have been held between 26 May and 7 August. The records of the Working Group have been deposited with the Secretariat of the CIA Career Service Board.

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Appendix 1

#### THE HONOR AWARDS PROGRAM

1. An honor award for intelligence service should be distinguished from an incentive award for meritorious suggestion or for outstanding efficiency and economy in administration as well as from longevity recognition for long and faithful service. An incentive awards program is well established in CIA, and a system for recognition of longevity is now being considered. Awards for intelligence service do not exist. It is therefore recommended that:

- a. CIA establish a medal for presentation by the Director of Central Intelligence to any individual associated with CIA, or to any other person, who makes a notable contribution to United States intelligence activities.
- b. The design of the medal incorporate those features of the Agency seal adaptable for use in the medal and that the medal be suspended from a distinctive ribbon employing the colors of the Agency seal.
- c. Units which have contributed outstanding performance be recognized by a personal award to each member of the unit rather than a group award.
- d. There be established an Honor Awards Board, under the jurisdiction of the CIA Career Service Board, which will be responsible for reviewing recommendations concerning any honor awards in CIA, and for forwarding these recommendations to the DCI for his approval.
- e. The CIA Career Service Board give further attention to the problem of creating an Honor Awards Program.

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Appendix 2